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**UNITED STATES MISSION-BOGOTA  
VACANCY ANNOUNCEMENT**

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No. 105-2012

Job Vacancy

October 3, 2012

**Note 1:** All Ordinarily Resident (OR) applicants, U.S. and third country citizens, who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and/or residency permits to be eligible for consideration.

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** **Administrative Clerk, FSN-6; FP-8**

**OPENING DATE:** Wednesday, October 3, 2012

**CLOSING DATE:** Wednesday, October 17, 2012  
by no later than 4:00 P.M. Eastern Standard Time

**WORK HOURS:** **Full-time; 40 hours/week**

**SALARY:** \*Ordinarily Resident (OR): 25.071.132 COP (starting annual salary)  
(Position Grade: LCP/FSN-6)

\*Not-Ordinarily Resident (NOR): \$35,753 USD (starting annual salary)  
(Position Grade: FP-8) to be confirmed by Washington depending upon funding availability.

**Note 2:** U.S. Citizens including U.S. Veterans who are not USEFMs (see definitions section) if hired will be paid under the Local Compensation Plan (LCP): 25.071.132 COP.

The U.S. Embassy in **Bogota** is seeking an individual for the position of **Administrative Clerk** in the **Narcotics Affairs Section (NAS), ARAVI Program**.

#### **BASIC FUNCTION OF POSITION**

Incumbent serves as the receptionist for the NAS/ARAVI Program ***located outside the Embassy compound in Guaymaral***, providing clerical, and receptionist support to the 11 ARAVI Program personnel. The ARAVI office receives an average of 30 visitors daily, and incumbent will be tasked with directing visitors to the appropriate Program Personnel. Incumbent manages the historical database for all the program's incoming and outgoing correspondence. Monitors the timeliness of the response to inquiries and ensures that Program Managers are current with their correspondence. Inputs ARAVI Procurement in the ARIBA system and monitors the progress of the procurement actions.

#### **QUALIFICATIONS REQUIRED**

**NOTE 3:** All Applicants must address each selection criterion detailed below, with specific and comprehensive information supporting each item. Addressing this information in a cover letter is highly recommended.

- a. **Education:** Completion of high school and completion of full time, post-secondary study (or equivalent hours spread across a part time study period) at a secretarial college is required. **(Attach a copy of transcripts and/or degree certificates to be eligible for consideration).**
- b. **Prior Work Experience:** Two years of experience in office management or receptionist duties is required.

- c. **Language Proficiency:** English level 2 (limited knowledge) is required. Spanish level 4 (fluent) is required. ***Language proficiency will be tested \*\*.***
- d. **Knowledge:** Thorough knowledge of managing and tracking correspondence is required.
- e. **Skills and abilities:** Good working knowledge of computer applications such as Office Suite 2007, Word, Excel, Power Point and Outlook is required. Must be proficient in typing.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## \*\*LANGUAGE REQUIREMENT

**Primary Language:** In order to meet the language requirement, all applicants **MUST** indicate in their applications or in a cover letter their primary or native language. A language test will not be conducted in the applicant's native language unless requested by the selecting office.

**Secondary Language(s):** When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants will be tested in any other language listed in the Vacancy Announcement that is not listed in the application as a primary language.

## LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed.

English language examinations are given at First Class English in Bogota at a cost of 45,000 (Colombian pesos) and out of Bogota at a cost of 60,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

Spanish language examinations are given at Avanti in Bogota at a cost of 40,000 (Colombian pesos) and out of Bogota at a cost of 50,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## IMPORTANT REMARKS:

1. HR will only contact those applicants who demonstrate on their application form DS-174 that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). HR will only consider applicants who complete the DS-174 form. Regret letters will only be sent to short listed candidates and EFMs.
2. Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.
3. Internal candidates should refer to Section V of the LES Handbook with regard to salary level when promoted or reassigned to another position. The LES handbook is available at the HRO office and in the HR page. Please be aware that multiple grade promotions and exception to required minimum waiting period are reviewed and approved at a Washington level based on all the requirements listed on the position description (PD), copies of this vacancy's PD are available at the HR Office. Questions should be directed to the HR Office.

## TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) must be completed in English only. This form is available at the Embassy reception or you may request it via e-mail to: **BogotaHRAApplicationForm@state.gov**
2. Applications should be delivered directly to the U.S. Embassy (as instructed below) in person or electronically. **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him/her to Embassy Bogotá.

## SUBMIT APPLICATION TO

American Embassy Bogotá  
Human Resources Office – Attn: Recruitment Unit  
Carrera 45 No. 24 B-27 (Post 2)

Or e-mail your application to: **jobvacanciesbogota@state.gov** this e-mail address is a *mail box* only, and emails sent will not receive a response. **If the application is sent via email please don't follow up with a hard copy.**

Due to the high volume of applications received, we are unable to acknowledge the receipt of the application packages received, and applications will not be returned or retained on file. Applicants must submit a new application for each position they apply for.

Status of announced positions is listed on the web site at: <http://bogota.usembassy.gov/hr.html> under: **About Us/Human Resources-Vacancies/Information to Apply.**

## DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad (Colombia) with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad (Colombia) or at an office of the American Institute in Taiwan; or
    - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad (Colombia) or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad (Colombia), or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If you meet all the requirements for this position, please submit your application form no later than the Closing Date: Wednesday, October 17, 2012 at 4:00 p.m. Eastern Standard Time.**

The U.S. Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.